

Memorial Day
Independence Day
Labor Day

Day before Christmas Day
Christmas Day

(b) If a holiday falls on Sunday, such holiday shall be observed on the Monday following. If a holiday falls on a Saturday, such holiday shall be observed on the preceding Friday.

(c) The day before Christmas Day shall be observed as follows:

If Christmas Day falls on	Day before Christmas is observed on
Monday	Tuesday following
Tuesday	Monday before
Wednesday	Tuesday before
Thursday	Friday after
Friday	Thursday before
Saturday	Thursday before
Sunday	Friday before

(d) Holidays for library employees shall be observed in the following manner:

(1) If a holiday falls on a Friday or Saturday, employees who would be otherwise normally scheduled to work on Saturday shall be scheduled to get Friday, Saturday, and Sunday of that weekend as days off.

(2) If a holiday falls on a Sunday, it shall be observed on the following Monday. Employees who would otherwise be normally scheduled to work the previous Saturday would be scheduled to work the previous Friday instead.

(3) If a holiday falls on a Monday, employees who would otherwise normally be scheduled to work on Saturday shall be scheduled to work on the previous Friday and shall be scheduled to get Saturday, Sunday, and Monday as days off.

(4) If the City exercises its right to reschedule employees and open the library on a holiday weekend, employees who work on the holiday shall receive compensation as described in Section 17.3. If an employee works on such weekend, does not work on the holiday, and does not receive a day off with pay during such weekend, the employee will be allowed to take a day off with pay at a later time.

Section 17.3 Work Performed on a Holiday

Any regular full-time employee who is required to work on any of the holidays specified in Subsection 17.2 above shall, in addition to receiving regular pay for such holiday, be paid two and one-half (2-1/2) times the employee's regular straight-time rate of pay for all hours actually

worked on such holiday; provided, however, that employees assigned to standby duty as provided in Subsection 16.4 (Stand-by Duty) above on such holiday shall receive one and one-half (1-1/2) times their regular straight-time rate for all hours actually worked on such holiday. For purposes of this section, holidays will be those days on which the holiday is actually observed.

Section 17.4 Holiday During Vacation

In the event any of the holidays specified in Subsection 17.2 above occurs while an employee is on vacation, the holiday shall not be charged to vacation.

Section 18. Vacation Leave

Section 18.1 Vacation Allowance

As of March 12, 2001, regular full-time employees shall accrue vacation leave as follows:

Length of Service	Vacation Hours Earned Biweekly
0-5 years	3.078 hours
6-10 years	4.615 hours
11th year	4.925 hours
12th year	5.229 hours
13th year	5.538 hours
14th year	5.848 hours
15th year	6.152 hours
16-20 years	6.460 hours
21-24 years	6.770 hours
25th year or more	7.080 hours

Section 18.2 Accumulation

No employee may accumulate more than 280 hours vacation leave; provided, however, that an employee may request permission from the City Manager to accumulate additional hours for a specific purpose. Once an employee has accumulated 280 hours (or the maximum authorized by the City Manager), that employee will not accumulate any additional vacation time until the employee's leave balance drops below 280 hours.

An employee whose vacation leave balance exceeds 280 hours as of March 12, 2001, will have the hours in excess of 280 transferred to a separate account. Such employee will have six months to develop a plan for using the balance in this account. Any hours not used will be paid to the employee at the employee's hourly rate as of March 12, 2001.

The City Manager may require any employee to use at least 80 hours vacation leave in a calendar year to the extent such vacation leave has been accumulated. The City Manager may also allow an employee to accumulate vacation hours in excess of 280 if the employee's